



**BOXBOROUGH PLANNING BOARD**  
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John Markiewicz, Chair      Eduardo Pontoriero, Clerk      Nancy Fillmore      Abby Reip      Hongbing Tang

**Meeting Minutes**  
**August 15, 2016**  
**7:30 PM**  
**Morse-Hilberg Room, Town Hall, 29 Middle Road**

**Members Present:**

John Markiewicz, Chair  
Eduardo Pontoriero, Clerk  
Abby Reip, Member  
Adam Duchesneau, Town Planner

**Members Absent:**

Nancy Fillmore, Member  
Hongbing Tang, Member

The Chair called the meeting to order at 7:33 PM.

**593 Massachusetts Avenue – Site Plan Approval – Minor Modification**

Property owner Leo Bertolami was in attendance to discuss the request with the Planning Board. Mr. Duchesneau provided a brief description of what Mr. Bertolami was requesting from the Planning Board. Mr. Bertolami elaborated to indicate he was seeking approval to change the material of the façade on the building which he received Site Plan Approval from the Planning Board regarding in June of 2016, from a split faced concrete block to vinyl clapboard. He continued on to note this change is not mandatory to construct the building, but he thought it would be an improvement to the aesthetics and the insulation factor. Mr. Markiewicz and Ms. Reip commented they both thought the proposed change would be an improvement to the look of the building. Mr. Duchesneau commented the proposed change would give the building a more residential look, similar to the Veterinary Dental Clinic building at 530 Massachusetts Avenue.

Ms. Reip asked if the proposed change would limit the color possibilities for the building. Mr. Bertolami stated it would not as there is a wide range of colors which can be produced in vinyl siding. Mr. Pontoriero commented the residents of Boxborough would prefer a building which is pleasing to the eye. Ms. Reip stated the color of the building should be one which blends into the community.

Mr. Markiewicz MADE a MOTION to approve the requested Minor Modification of the Site Plan for the property at 593 Massachusetts Avenue as it was not significant to the public interest and the modification was not inconsistent with the purpose and intent of the Zoning Bylaw or the approved Site Plan, and to authorize the Planning Board Chair, the Planning Board Clerk, or the

Town Planner to sign the decision on behalf of the Planning Board. Ms. Reip SECONDED the MOTION. All members voted in favor.

### **Meeting Minutes of June 20, 2016**

Mr. Markiewicz MADE a MOTION to approve the minutes of June 20, 2016. Ms. Reip SECONDED the MOTION. All members voted in favor.

### **Meeting Minutes of August 1, 2016**

Mr. Markiewicz MADE a MOTION to approve the minutes of August 1, 2016 as amended. Mr. Pontoriero SECONDED the MOTION. All members voted in favor.

### **23 Summer Road – Chapter Land – Notice of Intent to Sell**

Mr. Duchesneau explained a portion of the property which was for sale at 23 Summer Road was in Chapter Land and therefore, now that a purchase and sale agreement was in place for the lot, the Town had a right of first refusal to purchase the property which it could exercise. The matter was before the Planning Board because the Board of Selectmen were seeking comments regarding the Town's potential to act on the right of first refusal. Mr. Pontoriero asked for clarification as to which piece of land was for sale. Mr. Duchesneau referenced the maps in the purchase and sale agreement, and outlined the situation to the Planning Board members. Mr. Pontoriero asked why the Town might want to purchase this piece of property. Ms. Reip noted it was in a good location along Route 111, and Mr. Duchesneau pointed out there were significant wetlands and 100 foot buffer areas at the property. Mr. Markiewicz stated he felt there was no reason for the Town to purchase this piece of property.

Mr. Markiewicz MADE a MOTION to submit comments to the Board of Selectmen that the Planning Board saw no reason for the Town to purchase the property and recommend to the Board of Selectmen not to exercise their right of first refusal to purchase the property. Mr. Pontoriero SECONDED the MOTION. All members voted in favor.

### **Route 111 Culvert Replacement and Extension Project Update**

Mr. Duchesneau provided a status update regarding the Route 111/Massachusetts Avenue culvert extension and replacement project for the three culverts near the Police and Fire Stations and the library. Mr. Duchesneau indicated the Massachusetts Department of Transportation (MassDOT) had brought on a new project manager, Jason Benoit. Mr. Duchesneau stated a meeting had been held with Mr. Benoit, Mr. Markiewicz, the Town Administrator, the Police Chief, the Fire Chief, and representatives from the Board of Selectmen, Conservation Commission, and Department of Public Works to discuss next steps for the project. Mr. Duchesneau noted there was conversation regarding potentially expanding the project to include additional culverts to the scope of work. The reasoning for this proposal was to potentially conduct work on all six of the necessary culverts in one or two weekends, as opposed to having the work drag out over a longer period of time. Mr. Duchesneau indicated it was ultimately decided to maintain the project's focus on the three culverts near the Police and Fire Stations and the library, and then to explore replacing the other three culverts at a later date. Mr. Pontoriero asked which funds would be used to replace and extend the subject culverts. Mr. Duchesneau stated since it had been determined the focus of the project would remain on just three of the culverts, MassDOT maintenance funds could be used for the project. However, if the scope of work had been expanded to include six culverts

instead of three, MassDOT maintenance funds would not have been sufficient, potentially leading to further project delays.

### **Review of 2016 MassWorks Grant Application Materials for the Route 111 Sidewalk Project for Submission Approval**

Mr. Duchesneau stated he was seeking approval from the Planning Board to once again submit a MassWorks Grant Application to obtain funding for the Route 111 sidewalk extension project from the library to Liberty Square Road. He noted the specifics of the project had not changed since the previous year's application and there would likely only be minor changes to the total funding request based on input from the Town's Consulting Engineer. Mr. Duchesneau also indicated he was seeking approval to submit the letter of support he had drafted for the application on behalf of the Planning Board.

Mr. Markiewicz MADE a MOTION to authorize the Town Planner to submit a 2016 MassWorks Infrastructure Grant Application and to authorize the Planning Board Chair to sign the 2016 MassWorks Infrastructure Grant Application Letter of Support from the Planning Board. Ms. Reip SECONDED the MOTION. All members voted in favor.

### **Correspondence**

Mr. Duchesneau indicated the Planning Board had not received any correspondence since their last meeting.

### **Discussion Regarding the Purview of the Planning Board in the Site Plan Approval Process**

Mr. Duchesneau led a discussion regarding how the Planning Board is involved in the Site Plan Approval process and how other Town boards, commissions, and departments have an impact on the process. Mr. Pontoriero had taken the time to develop a sheet which listed a number of topics and issues which are typically discussed as part of the Site Plan Approval process. He wanted clarification on which aspects of the process were under the purview of the Planning Board and which areas would fall under the jurisdiction of another entity. The items which were discussed included, but were not limited to: confirmation of property boundaries; suitability of buildings; stormwater management and treatment measures; noise control, mitigation, measurement, and compliance; water and sewer requirements for a property; drainage; parking; usage of a property; traffic impacts; and enforcement of regulations. With each item that was discussed, Mr. Duchesneau explained where the topic was entirely under the Planning Board's purview, the purview of another Town department or board, or potentially where the topic overlapped into multiple areas of purview.

With no further business, the meeting was adjourned at 9:10 PM on a MOTION by Mr. Markiewicz, SECONDED by Ms. Reip, with all members voting in favor.

On Behalf of the Boxborough Planning Board:



Eduardo Pontoriero, Clerk